

The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the City of Dublin ETB QA Unit at ea.reports@fet.cdetb.ie

External Authentication Report

This report template should be completed for each course

For Centre office use			
(This section to be completed by centre QA)			
City of Dublin ETB Centre Name			
Centre Registered Number			
Name of Course			
Name of the City of Dublin ETB Programme/QQI Award Code			
Certification Period			
Date(s) of External Authentication			
List all assessors			
List new assessors to be externally authenticated			
External Authentication process was conducted	<input type="checkbox"/> In Centre	<input type="checkbox"/> Online/Remotely	<input type="checkbox"/> Combined in Centre & Online/Remotely

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1. Assessment Instruments and Marking Schemes Summary

Please list the name of the sampled modules and their award codes

Module title	Code

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Please list any recommended grade changes		
Were any COVID 19 Alternative Assessments used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list the relevant modules and the assessment instrument that was replaced
Was the appropriate Alternative Assessment approval report attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please comment on the suitability of the alternative assessment instrument applied

2. Internal Verification Processⁱ

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Did you receive a copy of the Internal Verification report for	<input type="checkbox"/> Yes	If no, please list the modules where the IV report was not provided

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all modules Externally Authenticated?	<input type="checkbox"/> No	
Please comment on areas of good practice/areas for improvement in the IV process		

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3. External Authentication of Grading of Assessments

(Please complete a box for each of the modules Externally Authenticated)

Name and code of the module			
Please indicate that you used the City of Dublin EA sampling strategy for this module	<p>I confirm that I sampled at the cut-off points of the grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that I have sampled a minimum of four (or all, if the number of portfolios is smaller than four) to include a spread across grades.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I confirm that where there were more than two learner groups, but fewer than five groups, with the same tutor and the same assessment instrument, I have increased the sample to a minimum of eight, in line with moderation requirements at cut-off points.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>
Was evidence assessed in accordance with techniques outlined in the City of Dublin ETB module descriptor?	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> • 	

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<p>Please confirm that grading is fair and that it is consistent with the appropriate level on the NFQ Grid of Level Indicators and with QQI's Grading Criteria? (See City of Dublin ETB Guidelines for External Authentication, section 5).</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please comment on areas of good practice/areas for improvement</p> <ul style="list-style-type: none"> •
<p>Were all the special requirements of this programme adhered to?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>	<p>If no, please give details.</p> <ul style="list-style-type: none"> •

<p>Name and code of the module</p>			
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Were all the special requirements of this programme adhered to?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If no, please give details.	

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6. Additional Comments on EA experience in this centre	
Did you meet any learners?	
Additional Comments:	

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7. Declarations		
By signing this section, I declare		
<ul style="list-style-type: none"> • That I had no conflicts of interest • That I will adhere to City of Dublin ETB's Data Processing Policy and delete all data supplied to me in my role as EA • That I am recommending the approval of results 		
*External Authenticator Signature:	<p>*The receipt of digitally signed External Authentication Report by email to EA.reports@fet.cdetb.ie constitutes an electronic signature</p>	Date: Click or tap to enter a date.
External Authenticator Details	Email/Telephone:	
<p>The External Authenticator completes and emails this report to the Centre Quality Team/Training Standards Officer and the City of Dublin ETB FET QA Unit at ea.reports@fet.cdetb.ie</p> <p>Following submission of this report, please delete all data supplied to you in your role as EA.</p> <p>Please click here and use your City of Dublin ETB email account to be included on the EA register for the City of Dublin ETB (registration lasts for 3 years)</p>		

Data Protection Statement

City of Dublin ETB is transparent and lawful in its processing of GDPR. City of Dublin ETB shares External Authentication decisions with QQI for the processing of awards. City of Dublin ETB does not share any other personal learner information with QQI. City of Dublin ETB General Data Protection Regulation policy is available [here](#).

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